

# Nadel Center For Early Childhood Education- Preschool Director

Congregation Bâ€™nai Israel

Boca Raton, FL

Other

Posted on January 8, 2019

---

## Job Description

### About the Nadel Center for Early Childhood Education at Congregation B'nai Israel

Nadel Center for Early Childhood Education (NCECE) at Congregation B'nai Israel was founded in October of 1989. The school has been credited with numerous awards and certifications including the Gold Seal of Excellence Award given by the Department of Children and Families, the Eco-Healthy Child Care Certificate awarded by the Oregon Environmental Council, the Award of Excellence awarded by Family Central, APPLE Accreditation, Nickelodeon's Best Preschool in South Florida Award, and the Best of Boca Award for Preschools in 2014 awarded by the Boca Raton Award Program

At NCECE, they provide a safe, warm, nurturing environment in which children from 8 weeks old until 5 years old will grow socially, emotionally, cognitively, physically and spiritually. The students are taught through play and structured activities. Children work and have fun, make discoveries, meet new challenges, and learn to make their own decisions. The staff and teachers encourage them to develop as independent individuals. Their educational approach is developmental, offering hands on activities and age-appropriate materials that encourage creativity and self-expression.

NCECE serves over 500 children, has a school income of \$5.5M with expenses of \$3M. Around 90 staff (98% who work full time) work in a gorgeous facility with many outdoor playgrounds and up-to-date classrooms.

For more information about NCECE, and CBI, go to <https://www.cbiboca.org/>

**CBI's Mission (taken directly from <https://www.cbiboca.org/about-cbi/history>)**

CBI is a welcoming home. We inspire and connect a diverse community for generations by advancing the richness of Jewish values and traditions through the embrace of Torah (study), Avodah (work), and Gemilut Chasidim (acts of loving kindness).

## **5 Reasons to Work for NCECE**

### **#1 We believe the children are our future.**

NCECE has over 500 children in their preschool, making it one of the largest in the country, and another 500 children and teens in the religious school at CBI. Education and its value to a child are one of the top priorities for NCECE and CBI.

### **#2 You will be a partner with a charismatic and strong clergy and staff team.**

CBI's clergy and staff are a group of people who work together as a team and strive to be the best. They continue to bring in innovative thinking and value strong leadership.

### **#3 Security is unequaled.**

CBI has put hundreds and thousands of dollars in creating a highly efficient, first-rate, coveted security system with the most warm and welcoming guards you will come across. The security at NCECE is one of the top three reasons families send their children to the school.

### **#4 Programs, programs, programs.**

At NCECE, not only are there specials for Judaics and library, but also for sensory and exploration, computer skills, yoga, science and gardening. In addition, staff have created age specific programming for families, so families can learn together.

### **#5 There is no better staff around.**

The dedicated staff (with an extremely high retention rate) nurtures and guides each student to foster a lifelong enthusiasm for learning. They believe that parents play a valuable part in the process, whose cooperation and input in school, plus their support at home, are all a part of the success of the program.

## **Responsibilities**

### **The Early Childhood Director's Responsibilities**

#### **Executive Leadership and Administration**

- Oversee the day-to-day operations of the school and facility, including but not limited to planning and implementation of programs (including summer day camp), maintenance of

school records and filing of necessary reports, the evaluation of and reporting of student progress to parents.

- Monitor professional certification of faculty and the safety of all students and staff.
- Supervision of accreditation, licensing, and inspection requirements
- Observe student progress and place students in classrooms
- Oversight of the admissions process, including building relationships with schools

#### **Staff Development and Management**

- Recruiting, hiring and retention of all early childhood staff and administrative staff
- Create and implement staff development curriculum and programs
- Foster an attitude of professionalism, respect and enthusiasm among the staff

#### **Curriculum and Instructional Leadership**

- Oversee and formally evaluate the curriculum and the instruction of the staff.
- Develop, implement and communicate school standards.
- Facilitate teacher collaboration and promote best practices.

#### **Lay Leadership Development**

- Work closely with Parents Organization to organize school events.

#### **The Early Childhood Director's Position**

CBI is seeking an Early Childhood Director who will embrace the mission of offering the highest quality of educational, social and care experiences possible for children. CBI is highly interested in finding a nurturing and dynamic manager who will partner with the Parent Organization, staff and parents to refresh and improve upon their already successful programs.

- The Early Childhood Director supports the mission and philosophy of the synagogue and is an essential part of the senior staff which plays an important role in the leadership of the synagogue. The director is responsible for all facets of the daily operation of the school which includes working with faculty, students, families, programs, facilities, and the overall curriculum. The Early Childhood Director reports to the Director of Life Long Learning and the Executive Director.

#### **Qualifications**

#### **The Preschool Director's Experience**

- Demonstrate vision, confidence, flexibility and professionalism with experience and expertise in managing the operations of an organization or institution; be comfortable working as a leadership team member; ability to motivate volunteers and staff and to communicate and cooperate across departments.
- A customer service mindset with a high “EQ” (emotional intelligence quotient) and a track record of success in staff management, leadership and organizational development.
- Outstanding communication skills in writing and in public presentations.
- Experience developing and/or expanding a curriculum,
- *Understands how to create and manage a budget*
- Experience in staff recruitment, development, motivation and supervision.
- An inclusive management philosophy and style that strives for and promotes excellence, encourages creativity, growth, problem solving and accountability.
- *Savvy with technologies and understands how to use it to create stronger systems*
- *A familiarity with current trends and developments in the overall educational world and the Jewish educational world.*
- MA in Early Childhood Education, Elementary Education or Educational Leadership a must.

## Application Instructions

To apply to this position please visit <http://drgsearch.com/current-searches/?rpid=181809&postid=-A66hppZ5XI&webapp=1>